

CANCELLATION NOTICE

**This OSMA Process is NOT a part of the
OSMA ISO 9001 Quality Management System**



Participate in Interagency Working Groups

A handwritten signature in black ink that reads 'Bryan O'Connor'.

Bryan O'Connor
Associate Administrator for
Safety and Mission Assurance

March 31, 2004

Date

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Section 5 flowchart, and steps 6.02, 6.05, 6.06, and 6.10 and Section 7. Modified steps 6.03, 6.07, 6.11 and 6.12.
	B	February 1, 2002	Added customer list. Note added to step 6.09.
Cancellation		March 31, 2004	HOWI 8700-Q019 Cancelled this date

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Customers for this HOWI: Internal: OSMA Division Directors
External: none

Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Signed Declination	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.A.1	Retire to FRC when 2 years old then transfer to NARA when 20 years old.
Signed Acceptance	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.A.1	Retire to FRC 2 years after participation ends then transfer to NARA when 20 years old.
After Action Report (AAR)	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.B.3	Keep 1 year beyond disestablishment of the working group or end of membership then destroy
Case File	AO's Division	QE or QS Division Files	Hard copy	Schedule: 1 Item: 14.B.3	Keep 1 year beyond disestablishment of the working group or end of membership then destroy